

## **HUNTLEY FIRE PROTECTION DISTRICT**

Thank you for your interest in the Huntley Fire Protection District. Please read this document carefully, paying particular attention to deadlines and required documents:

### **FIREFIGHTER MINIMUM REQUIREMENTS**

- \$25 non-refundable application fee
- U.S. Citizen
- High School Diploma or Equivalent (GED)
- Valid Driver's License (Illinois Class B non-CDL license or equivalent at time of hire)
- Must be at least 21 to under 35 years of age at time of application deadline (4/3/13), unless otherwise exempt by statute
- Must have an Illinois Firefighter II/Basic Operations Firefighter Certificate issued by the Office of the State Fire Marshal
- Must have a valid and current Illinois Department of Public Health (IDPH) Paramedic License at time of hire
- Valid CPAT and Ladder Climb dated no more than one (1) year PRIOR to application deadline (4/3/13)
- Completion and submission of online application and all required documents by 12 noon on Wednesday, April 3, 2013

### **APPLICATION INSTRUCTIONS**

- 1) Visit [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com) to complete the online application for the position of Firefighter. Applications must be completed and submitted to Public Safety Recruitment no later than 12 noon on Wednesday, April 3, 2013. You will receive a confirmation number for your application immediately after you complete and confirm online; save this number for your records.
- 2) Return signed release forms and requested documents (see checklist, attached) to Public Safety Recruitment, Attn.: Huntley FPD, 1127 S. Mannheim Road, Suite 203, Westchester, IL 60154 before 12 noon on Wednesday, April 3, 2013. Applications received after 12 noon on Wednesday, April 3, 2013 will not be accepted. Faxed or postmarked release forms will NOT be accepted. Documents may be delivered by hand or by mail; traceable courier is suggested to ensure timely delivery. Candidates will be notified by Public Safety Recruitment AFTER the application deadline via email regarding eligibility status. Public Safety Recruitment is not responsible for late or lost documents. It is the responsibility of the candidate to ensure all paper work is submitted properly by the deadline date.
- 3) Applicants must submit proof that they have passed the CPAT and Ladder Climb with a licensed agency within 12 months PRIOR to application deadline date (4/3/2013). CPAT cards and Ladder Climb certifications are only considered valid if dated from 4/3/2012 through 4/3/2013. CPAT and Ladder Climb certification is available at the Northeastern Illinois Public Safety Training Academy (NIPSTA) in Glenview, IL and at the Southwest United Fire District (SUFD) in Indianhead Park, IL as well as other certified testing locations. Please visit [www.NIPSTA.org/CPAT](http://www.NIPSTA.org/CPAT) or [www.SUFD.org](http://www.SUFD.org) for information and to register for the CPAT and Ladder Climb.
- 4) Attend Orientation and Written Exam on Saturday, April 27, 2013 at Huntley High School, 13719 Harmony Road, Huntley, IL 60142. Orientation begins at 9:00 a.m. and testing will immediately follow. Arrive at 8:30 a.m. with photo identification (valid Driver's License or State ID) to sign in. Doors close at 9:00 a.m. No late admittance.

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

Please visit our website to pay the application fee and complete the online application at

[www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com)

9 am – 5 pm Monday through Thursday and

9 am – 3 pm on Friday; Closed holidays and weekends.

## CHECK LIST: HUNTLEY FIRE PROTECTION DISTRICT

### Application:

**DEADLINE: 4/3/2013 at NOON**

☐ Confirmed online

WRITE YOUR CONFIRMATION NUMBER HERE: \_\_\_\_\_

(The confirmation page immediately follows the references section of the online application)

### Release Forms:

**DEADLINE: 4/3/2013 at NOON**

**\*No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES.**

☐ Huntley Fire Protection District Authorization Form

### Other required documents:

**DEADLINE: 4/3/2013 at NOON**

☐ **COPY High School Diploma or equivalent** (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable. Home school diplomas ONLY accepted with additional proof of college courses. Contact Public Safety Recruitment with questions.)

☐ **COPY valid Driver's License** (copy of front and back if you received a renewal sticker)

☐ **COPY Birth Record**

READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document. ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED:

☐ Copy of US Birth certificate (Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories Hospital copy not accepted.)

**OR**

☐ Copy of valid U.S. Passport

**OR**

☐ Copy of Naturalization Papers

☐ **COPY of Illinois Firefighter II/Basic Operations Firefighter Certificate** issued by the Office of State Fire Marshal

☐ **COPY of valid CPAT card** (CPAT card considered valid only if dated from 4/3/2012 through 4/3/2013)

☐ **COPY of valid Ladder Climb Certificate** (Ladder Climb considered valid only if dated from 4/3/2012 through 4/3/2013)

### Preference Points

**DEADLINE: 4/3/2013 at NOON OR upon request from commission**

**Candidates may submit preference point forms and supporting documentation along with required documents at application deadline OR at time requested by the Board of Fire Commissioners**

☐ **COPY of Military DD-214 (long form)** as proof of service with honorable discharge

☐ **Official, certified college transcript** indicating attainment of degree

☐ **Certificates pertaining to proof of experience in Fire Service**

☐ **Completed Form E**

☐ **Candidate's Affidavit (REQUIRED with submission of points)**

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. I/O Solutions is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated.

**PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:**

**PUBLIC SAFETY RECRUITMENT  
ATTN: HUNTLEY FPD  
1127 S. MANNHEIM RD., SUITE 203  
WESTCHESTER, IL 60154**

**DO NOT SUBMIT REQUIRED DOCUMENTS TO THE HUNTLEY FIRE PROTECTION DISTRICT.**

**PRINT:**

LAST NAME ..... FIRST NAME ..... SSN.....

**APPENDIX – FORMS**

**HUNTLEY FIRE PROTECTION DISTRICT  
AUTHORIZATION FORM**

I, \_\_\_\_\_, hereby authorize the HUNTLEY FIRE PROTECTION DISTRICT and its agents, employees or representatives to obtain and to use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics, and all other information which may bear favorably or unfavorably upon my application for employment made to the HUNTLEY FIRE PROTECTION DISTRICT. I also consent to the release to the HUNTLEY FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I also consent to release to the physician conducting the medical/physical examination for the HUNTLEY FIRE PROTECTION DISTRICT's BOARD OF FIRE COMMISSIONERS of any and all medical records from other medical providers requested during the physical/medical examination I am required to undergo for employment with the HUNTLEY FIRE PROTECTION DISTRICT. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I understand that I will undergo a job task test as part of the application process and that such job task test shall subject me to vigorous physical exercise. I further understand that I should be in appropriate physical condition before performing the test and that I must submit the HUNTLEY FIRE PROTECTION DISTRICT CERTIFICATION OF SAFE PARTICIPATION IN JOB TASK TEST form prior to participating in the job task test.

I also agree to indemnify and hold harmless the HUNTLEY FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the HUNTLEY FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I might sustain in the job task test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the HUNTLEY FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents for any injury, loss or damage as a result of such process including but not limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the HUNTLEY FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the HUNTLEY FIRE PROTECTION DISTRICT, I must maintain at all times a valid State of Illinois Class B non-CDL driver's license or equivalent. I do further agree that my failure to maintain said driver's license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District. At time of hire, I must qualify for, obtain, and maintain at all times a valid State of Illinois Firefighter II/Basic Operations Firefighter certification and a valid Illinois Department of Public Health EMT Paramedic License. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District.

Signature \_\_\_\_\_

SUBSCRIBED and SWORN to

before me this \_\_\_\_\_ day of

\_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.

**Huntley FPD REQUIRED RELEASE DOCUMENT: PAGE 1 of 1**

DO NOT SUBMIT WITHOUT OBTAINING WITNESS SIGNATURES OF AN ADULT FAMILY MEMBER OR FRIEND RESIDING WITHIN THE US.

SEE CHECK LIST FOR LIST OF ALL REQUIRED DOCUMENTS DUE 4/3/2013. COPIES OR FAXES NOT ACCEPTED. INK SIGNATURES REQUIRED.

CALL 800.343.HIRE WITH QUESTIONS.

## FORM D

### HUNTLEY FIRE PROTECTION DISTRICT PREFERENCE POINTS FOR FIREFIGHTER CANDIDATES

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After the Initial Eligibility Register is created, candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire Commissioners on its standard form. This claim must be made within ten (10) days after the posting of the Initial Eligibility Register or the points will be deemed waived. Applicants may claim up to three (3) types of preference points:

1. **Veteran's Preference Points (maximum 5 points)**

Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall receive five (5) points. Proof of prior service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge, and a sworn affidavit signed by the applicant.(see attached **Form E**) Proof of current inactive or reserve service must include the applicant's most recent Leave and Earnings Statement (LES).

2. **Educational Preference Points (maximum 5 points)**

Applicants who have successfully obtained an associate's degree in an unrelated field to the fire service shall receive one (1) point. Applicants who have successfully obtained an associate's degree in the field of fire service or emergency medical services shall receive two (2) points. Applicants who have successfully obtained a bachelor's degree from an accredited college or university shall receive three (3) points. Applicants who have successfully obtained a bachelor's degree from an accredited college or university majoring in a fire service related field shall receive four (4) points. Applicants who have successfully obtained a master's degree(advanced bachelor's degree) from an accredited college or university shall receive five (5) points. A certified transcript must be included with the request for preference points as proof of the attainment of degree.

3. **Experience Preference Points (maximum 5 points)**

All applicants employed by the Huntley Fire Protection District who have been paid-on-premise or part-time Illinois State certified Firefighter-Basic, State of Illinois or nationally licensed EMT-B or EMT-I, licensed paramedic, or any combination of those capacities may be awarded preference points for their experience. One half (0.5) point will be awarded for each year of completed service.

Applicants from outside the Department who were employed as full-time Illinois State certified firefighters or Illinois State certified firefighter-paramedics by a fire protection district or municipality for at least 2 years may be awarded one point for each two years of service up to the maximum available preference points for this category at the Board's discretion. No experience preference points will be awarded under this Section to applicants for service with a private employer who had a contract for fire or ambulance service with a fire protection district or municipality. The Board will award preference points based on completed years of service.

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit by the applicant (see **Form F**). Note that proof of full-time service may be verified by the Department. Applicants may be awarded up to a total of five (5) preference points, at the Board's discretion.

**A candidate may not receive the full amount of experience preference points under this subsection if the amount of points awarded would place the candidate before a veteran on the eligibility list. If more than one candidate receiving experience preference points is prevented from receiving all of their points due to not being allowed to pass a veteran, the candidates shall be placed on the list below the veteran in rank order based on the totals received if all points under this subsection were to be awarded. Any remaining ties on the list shall be determined by lot.**

FORM E

HUNTLEY FIRE PROTECTION DISTRICT  
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT

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If you wish to claim preference points for the Final Eligibility Register for hire with the Huntley Fire Protection District, please complete the following form and submit it with any required attachments within ten (10) days after the posting of the Initial Eligibility Register. Failure to submit the request within ten (10) days shall be deemed a waiver of the points.

**A. Veteran's Preference Points (70 ILCS 705/ 16.06b(h)(1)) (Max. 5 points)**

Please state the following information regarding your military service and attach form DD-214 (long form) and proof of honorable discharge, or most recent Leave and Earnings Statement (LES) if you are still serving and have no DD-214:

Branch of Service: \_\_\_\_\_

Unit: \_\_\_\_\_

Rank: \_\_\_\_\_

Date of Service (month/date/year): \_\_\_\_\_ to \_\_\_\_\_

Date of Honorable Discharge: \_\_\_\_\_

**B. Educational Preference Points (70 ILCS 705/16.06b(h)(3))(Max. 5 points)**

Please state the following information regarding your educational background and attach copies of certified transcripts as proof of the attainment of a degree:

College Attended: \_\_\_\_\_

Dates of Attendance (month/date/year): \_\_\_\_\_ to \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

College Attended (if applicable): \_\_\_\_\_

Dates of Attendance (month/date/year): \_\_\_\_\_ to \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

**C. Experience Preference Points (70 ILCS 705/16.06b(h)(5)) (Max. 5 points)**

Huntley Fire Protection District  
Paid-on-Premise Firefighter Basic \_\_\_\_\_

Full-time Firefighter Basic outside the District \_\_\_\_\_

**TOTAL (Max. 5 points) \_\_\_\_\_**

